

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

METAL FABRICATION SERVICES SUPERVISOR

DEFINITION:

Under direction, to plan and coordinate through subordinate supervisors, the work of skilled machinists, metal fabricators, and other staff, including Equipment Mechanics; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, schedules, directs, and coordinates work projects;
- Prepares sketches and specifications of work;
- Reviews work in progress and upon completion;
- Designs and manufactures or modifies equipment, special machinery, and tools;
- Enforces safety regulations;
- Administers training of subordinates;
- Assists in developing equipment outlay program, work programs, and budget requests;
- Estimates costs;
- Operates lathes, planers, boring mills, grinders, shapers, milling machines, drill presses, welding machines, and other machine shop tools;
- Forms and shapes parts, tools, and equipment according to specifications;
- Requisitions materials and supplies;
- Maintains records of work activities and prepares reports;
- Rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Six years of experience in all phases of work as a journey-level Machinist, Body and Fender Mechanic, Equipment Painter, Welder, or Equipment Mechanic including one year of experience supervising a journey-level staff in one or more of the skilled trades listed above;

OR successful completion of a State-accredited four-year Machinist, Body and Fender Mechanic, Equipment Painter, Welder, or Equipment Mechanic Apprenticeship Program; **AND** two years of journey-level experience in all phases of work in one of the above trades including one year of experience supervising a skilled trades staff.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.